

79-0509

*To Day -  
Keep up the good work -  
I will forward to  
these reports -  
This.*

MEMORANDUM FOR: Deputy Director for Administration

THROUGH : Chief, Logistics Services Division, OL

SUBJECT : The Fine Arts Commission **DD/A Registry**

**File Meetings**

*Don*

1. I am forwarding to you a copy of the minutes from the most recent meeting of the Agency's Fine Arts Commission. If you don't mind, I would like to send these writeups on our monthly meetings to you regularly. It is a painless way of keeping up to date on what we are doing.

2. The Fine Arts Commission now has 14 members, all volunteers serving for an indefinite period, who are interested in creating and maintaining an attractive, neat, and pleasant work environment in our Washington area buildings. We are a quasi-official group that reports to you. Nominations for Commission membership will be forwarded to you for approval. Commission recommendations, particularly those that would have a major effect on our buildings, that involve management policy, or that cost a significant amount of money will be forwarded for your review, usually via   Chief, Logistics Services Division, OL. Tom and one or two representatives from his shop attend our meetings. Because of our common concerns, a good working relationship has developed between LSD and the Commission over the years.

3. The Fine Arts Commission has played a major role in most decisions affecting the appearance of our Washington buildings, particularly Headquarters. For example, it has been involved in:

- the development of the color scheme for the doors and walls of Headquarters;
- the creation of the exhibit hall area in the 1D corridor, and the selection and installation of the exhibits themselves;
- the acquisition of the large contemporary paintings in the main corridors on the first floor of Headquarters (on loan from a private collector);
- the development of Agency standards on colors, furnishings, and signs;

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- the creation of component-level environmental committees to encourage good housekeeping; and
- the development of a program for lending wall hangings (photographic and fabric prints, posters) for use in individual offices.

In addition to such specific programs, the Commission wants to be (and is) consulted on proposals that affect our work environment: employee suggestions, furnishings for executive office suites, plantings in the Headquarters compound, architectural changes to the building and grounds, and installation of portraits, for example.

4. There are no pending Commission actions that require your immediate attention, but I suspect there will be a few over the next year. Of particular interest to us now is the revitalization of the component-level environmental committees, especially in our other Washington buildings; GSA landscaping plans; and the possibility of improving the appearance and effectiveness of signs needed in and around our buildings.

5. I would like to believe that the Commission provides you and other executives in the Agency a viewpoint that is useful on such matters. In one sense, we are the voice of Agency employees; in another, we represent the long-term interests of the institution—at least the physical embodiment of it—to preserve and improve that which was passed on to us. If we can be of help to you in any way, please let me know.



Chairman  
Fine Arts Commission

Attachment:  
As Stated

DDA Distribution:

- Orig - Ret'd to C/FAC w/o att
- ~~1~~ - DDA Subj w/att
- 1 - DDA Chrono
- 1 - DIW Chrono

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MINUTES

Fine Arts Commission Meeting

25 January 1979

PRESENT:

MEMBERS:

rman

REPRESENTING

1. Minutes of 30 November 1978 Meeting

Minutes were approved as written.

2. Retirement of [ ]

[ ] read the memo which was sent to [ ] to thank him for his contributions to the Commission.

3. Interior Design Committee Activities

President's Portrait - [ ] have been looking for an attractive easel and are having a hard time finding one. It may have to be made in-house by the Carpenter Shop. An alternative would be to hang it from the wall, but since the wall is marble it would have to be hung from the ceiling with thin wire. [ ] and [ ] will continue working on this problem, with the hope of resolving it by the next meeting.

Indoor Track - [ ] visited the track and suggested that one of the walls be painted an accent color to brighten up the area. Several other alternatives were mentioned, but after a brief discussion, the members agreed with the first suggestion. [ ] will initiate a work order.

Headquarters Map Handout - [ ] said LSD had sent a memo on this subject to the printing plant but that she had not yet seen it and as far as she knows no action has been taken. She will check into this further.

AT Signage - [ ] passed around literature on another type of moving electric sign which could be used at entrances to advise employees of various types of emergencies. One advantage of this type of sign is that it can be changed automatically from a central location, whereas conventional boards at each entrance must be changed manually. Most members felt the electric sign was too small to accommodate a very long message and people would have to stop to read it. There was some concern expressed about this type of sign being misused. As a compromise between the two different types of signs, [ ] suggested a projection system with a light box which could contain several messages and which would be easier to change. Also, a system like Genigraphics could be used to make signs quickly and inexpensively. [ ] mentioned four criteria the sign needs to meet: (1) it should get the attention of the reader, (2) the message should be displayed fairly quickly, (3) it should not be too expensive, and (4) it should be relatively easy to change messages. With these criteria in mind, [ ] referred this issue back to the Committee for further investigation.

AT [ ] reminded the Commission that any signs decided on must have the concurrence of GSA. [ ] said the Commission may ask for a waiver. [ ] mentioned a directory system now used in GSA's Region Three Office which the Commission might want to look into for possible Agency use.

AT [ ] received a request for a glass-enclosed bulletin board from the [ ] in the Ames Building. That Office has many queries from applicants and visitors who are not familiar with the Agency and would like to provide them with information about the Agency and its programs. [ ] suggested using an orientation portfolio instead of a bulletin board. [ ] had discussed this alternative with someone in the [ ] but they usually give out brochures of this type after the employee has already applied. After some discussion, it was decided to recommend to the [ ] that they reconsider using a brochure or orientation packet of pamphlets, citing Public Affairs as an example of an office using this type of program successfully. [ ] will write the memo.

AT [ ] mentioned that the Public Affairs Office is looking for alternate locations for the TV monitors now in the cafeterias. The Commission had initially discouraged their purchase. The Office of Central Reference suggested moving them to the mezzanine in the South Cafeteria to accommodate overflow crowds from the Auditorium. [ ] asked the members for any ideas. [ ] said his office has been looking into purchasing TV monitors for use with the Genigraphics program. He will contact OCR to see if the monitors are compatible. [ ]

told the Public Affairs Office that the Commission would prefer the TV monitors not be installed anywhere. The members agreed.

#### 4. Headquarters Exterior Committee Activities

AT Benches at Entrances - [ ] plans to look at brochures on  
different types of benches and will suggest possible alternatives at the  
next meeting. He noted that at the main entrance the concrete retaining  
AT walls are crumbling and the reinforcing rods for the roof are rusting.  
[ ] will look into this.

AT Landscaping Contract - [ ] has received a memo from [ ]  
and is working on the specifications. [ ] was told that the contract  
for the grounds would be awarded on April 1, 1979. [ ] would like  
AT the contract to become effective earlier and plans to meet with [ ]  
in either February or March. [ ] reminded the Commission of  
the importance of reviewing the specifications before a contractor is  
AT selected. [ ] will check on the status of the specifications.  
AT [ ] agreed to review the specifications if they have not yet gone  
out to bid.

AT [ ] mentioned that the constant use of salt on the roads  
is very hard on the concrete. He suggested supplementing the salt with  
sand, so less would have to be used. [ ] will pursue this further. STAT

#### 5. Headquarters Environment Committee Activities

AT [ ] was not present, but [ ] mentioned a few points  
the Committee had discussed. They suggested a two or three man mini-  
committee from each of the eight annexes to bring the problems of the people  
in these buildings to the attention of the Commission. One person from  
each of the mini-committees would attend the Commission meetings on a  
regular basis. The Committee also discussed sending an Agency-wide memo  
to each individual employee asking for volunteers to work with the Environ-  
mental Committee (with a different memo being sent to the annexes). This  
AT approach would ensure that people who were really interested would be  
involved. [ ] mentioned that this approach was used in 1976  
and suggested checking the previous program's success before initiating  
AT any new action. [ ] will discuss this further with [ ] STAT  
[ ]

AT Carpeting - [ ] will discuss this at next month's meeting.

#### 6. Headquarters Annexes Committee Activities

AT This was deferred until the next meeting since [ ] STAT  
was not present.

7. Art Committee Activities

Acquisition of Antique Oriental Screen - [ ] mentioned a memo he received from the Office of Personnel involving the transfer of an antique oriental screen from the [ ] to the Headquarters Building. [ ] recommended to OP that the screen be displayed on the east wall of the library. The Director, OCR concurred. Logistics will provide funds to make minor repairs and ship the screen to Headquarters. [ ] suggested adding a plaque describing the screen's history for the viewer's information. The members agreed with this idea.

Description of the Melzac Paintings - [ ] [ ] has drafted a summary description of our paintings from the Melzac Collection and will have several people look it over. The information will then be rendered in the same format as the painting title cards and displayed in the areas where the paintings are exhibited in F Corridor and the front corridor.

Restoration of Paintings - This will be discussed at the next meeting.

[ ] mentioned a phone call he received from [ ] [ ] has a silk screen which was in the Employee Art Exhibit last year. He has offered it for permanent display. [ ] will look into this further.

8. Exhibit Committee Activities

Exhibit Schedule - [ ] was unable to attend the meeting. [ ] mentioned a luncheon he had with Cameron LaClair and the Curator of the African Art Museum. The Curator has agreed to design an exhibit of pieces from their collection for display in the spring.

Mr. LaClair is working on the collector's choice exhibit and has contacted three Agency collectors who are interested.

[ ] mentioned a collection of Persian miniatures (owned by a former employee's husband) as a possible exhibit. [ ] will discuss this with her further.

[ ] suggested GSA's "Living Building Program" as a possible source of exhibit ideas.

[ ] has selected five or six exhibits from the Smithsonian traveling exhibit program, but nothing definite has been scheduled yet. [ ] asked that anyone with other ideas for exhibits get in touch with him.

[ ] talked with [ ] (who coordinates Employee Activity Association projects) about the possibility of selling plants

and plant accessories for office use in the EAA store. There was some discussion about using component funds to purchase the plants, but it was noted that people might take better care of them if they bought them. The Commission should influence the types of plants sold to ensure that they are fairly disease free and hardy. [redacted] will follow up on this with [redacted]

AT

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[redacted]  
Chairman  
Fine Arts Commission